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COURSE BROCHURE

# Competent Manager Planning and Control Training Course

21 – 25 June 2027
Casablanca

**jupiterprime.uk**
info@jupiterprime.uk
Registered in the United Kingdom and Saudi Arabia

# Competent Manager Planning and Control Training Course

**Ref:** 1306_49010 **Date:** 21 – 25 June 2027 **Location:** Casablanca **Fees:** 4500 GBP

Competent Manager Planning and Control is a 1-week training course for first-line and middle managers who must turn targets into workable schedules, keep resources on track and correct deviations early, and who leave with a Manager Competency and Control Plan for their own unit. Tighter budgets and faster operating cycles leave little room for managers who plan loosely or notice problems late. Jupiter Prime Training delivers this course on Competent Manager Planning and Control.

## Why Competent Manager Planning and Control Matters Now

Leaner headcounts, volatile demand and closer scrutiny of operating costs have raised expectations of the managers who run units day to day. Senior leaders want forecasts they can trust, finance teams want spending explained before it overruns, and staff want priorities that do not change every morning. Units with disciplined planning and control hit service levels with fewer emergencies and less overtime; units without them firefight, miss deadlines and burn goodwill. The course draws on Fayol's classic management functions of planning, organising, leading and controlling POLC, the Plan-Do-Check-Act PDCA cycle, SMART objectives and variance analysis.

## Who Gains Most from Competent Manager Planning and Control

- Unit managers responsible for monthly targets, rosters and operating budgets
- Section heads who allocate people and equipment across competing jobs
- Managers promoted from technical roles who now own schedules and costs
- Office and service managers who must report progress against plan to senior leaders
- Deputy managers preparing to take full accountability for a department

Operations, maintenance and administrative functions gain most when several of their managers attend together and adopt one common planning and reporting rhythm.

## Competent Manager Planning and Control Capabilities

Participants work through planning cycles, resource clashes and budget deviations drawn from facilities services and manufacturing operations.

- Specify SMART unit objectives cascaded from organisational targets — for the senior manager approving the plan
- Apply the Eisenhower matrix and capacity loading to prioritise work — for staff facing competing deadlines
- Design a workflow and resource schedule using Gantt charts — for supervisors allocating people and equipment
- Calculate budget and output variances and explain their causes — for finance partners reviewing unit spending
- Assess decision options with a weighted criteria matrix — for stakeholders affected by the choice
- Build a delegation and control routine using the PDCA cycle — for team members given new responsibility

## Key Competent Manager Planning and Control Terms

- POLC — the four classic management functions of planning, organising, leading and controlling used to describe a manager's core role.
- SMART objective — a goal that is specific, measurable, achievable, relevant and time-bound, so progress can be checked.
- Capacity loading — comparing the hours or units of work assigned with the hours or units a team can actually deliver.
- Variance analysis — measuring the gap between planned and actual results, then tracing that gap to its causes.
- Control point — a planned moment where progress, cost or quality is checked against a standard before work continues.
- Span of control — the number of people or activities one manager can supervise effectively.

## Competent Manager Planning and Control Day by Day

## Day 1: The Manager's Functions and Unit Objectives

- POLC Management Functions — Auditing Where Managerial Time Actually Goes
- Objective Cascade From Organisational Targets — Linking Unit Goals Upward
- SMART Objective Drafting — Making Unit Targets Measurable and Time-Bound
- Stakeholder Expectations Grid — Balancing Demands From Above, Below and Across
- Manager Competency Self-Assessment — Identifying Gaps in Core Functions

## Day 2: Planning and Prioritising Work

- Eisenhower Urgent-Important Matrix — Sorting Tasks Before Committing Resources
- Capacity Loading Chart — Matching Workload With Available Hours
- Gantt Scheduling — Sequencing Activities and Spotting Dependencies
- Contingency Buffers — Protecting Deadlines Against Absence and Breakdowns
- Weekly Planning Cycle — Reconfirming Priorities With the Team

## Day 3: Organising People and Resources

- Work Breakdown and Job Allocation — Assigning Tasks by Skill and Availability
- Span of Control and Reporting Lines — Structuring the Unit for Oversight
- Delegation Agreements — Setting Scope, Authority and Check-In Points
- Equipment and Material Planning — Avoiding Idle Time and Shortages
- Operating Budget Build — Translating the Workplan Into Cost Lines

## Day 4: Controlling Performance and Deciding

- Control Points and Standards — Choosing What to Check and When
- Variance Analysis — Explaining Gaps in Output, Cost and Time
- PDCA Corrective Cycle — Testing Fixes Before Rolling Them Out
- Weighted Criteria Decision Matrix — Comparing Options on Agreed Factors
- Management Reporting Pack — Presenting Progress Against Plan Concisely

## Day 5: Practising the Manager Competency and Control Plan

- Unit Planning Simulation — Applying SMART Objectives and Capacity Loading Together
- Budget Deviation Case — Running Variance Analysis and a PDCA Response
- Delegation Role-Play — Agreeing Scope and Control Points With a Team Member
- Decision Presentation — Defending a Choice Made With the Criteria Matrix
- Manager Competency and Control Plan — Setting Objectives, Controls and Development Actions

## Applying Competent Manager Planning and Control After the Course

- Rebuild next month's unit schedule using a capacity loading chart and share it with the team in the weekly planning meeting.
- Introduce a one-page variance report for the unit budget and review it with the finance partner at month end.

## Competent Manager Planning and Control Questions FAQ

### What is competent manager planning and control, and why does it matter now?

Competent manager planning and control is the discipline of setting unit objectives, scheduling work and resources, and correcting deviations against plan. It matters now because leaner teams and tighter budgets leave little slack for late surprises or unplanned overtime.

### Which roles gain most from competent manager planning and control training?

First-line and middle managers who own targets, rosters and operating budgets gain most. Managers recently promoted from technical roles find it especially useful, since planning and cost control are often new responsibilities for them.

## How does competent manager planning and control training differ from a people management course?

It concentrates on the operational side of management: objectives, schedules, resources, budgets and control routines. A people management course focuses mainly on coaching, motivation and performance conversations, which this course touches only through delegation.

## What do you bring back from competent manager planning and control training?

You bring back a plan for your own unit that sets SMART objectives, a scheduling and capacity approach, control points with variance checks and personal development actions for your weakest management function.

## Competent Manager Planning and Control: The Way Forward

The Manager Competency and Control Plan links a unit's objectives, schedule, control points and the manager's own development actions in one document. Its first use is setting next month's priorities and capacity, and both the manager and the line director refer to it in monthly reviews. After one full quarter, the control points deserve revisiting to see which ones caught deviations early.